

BUILDING PERMIT APPLICATION

Applicant's Name _____

Address: _____

Phone #: Home () _____ Work () _____

Owner's Name _____

Address: _____

Phone #: Home () _____ Work () _____

Job Site Location _____

Subdivision Name _____ Lot # _____

Lot Size _____

Type of Improvement (Check one or all that apply)

New Building	<input type="checkbox"/>	Addition	<input type="checkbox"/>	Alteration	<input type="checkbox"/>
Wrecking	<input type="checkbox"/>	Renovation	<input type="checkbox"/>	Other	<input type="checkbox"/>

Office Use Only

Impervious Percentage Used _____

If other is checked above, then describe the type if improvement:

Proposed Use (Residential)

One Family	<input type="checkbox"/>	Two Family	<input type="checkbox"/>	Other	<input type="checkbox"/>
Garage	<input type="checkbox"/>	Hotel/Motel	<input type="checkbox"/>		

If other is checked above, then describe the type if improvement:

Proposed Use (Non-Residential)

Amusement	<input type="checkbox"/>	Church	<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Parking	<input type="checkbox"/>
Utility	<input type="checkbox"/>	Hospital	<input type="checkbox"/>	Office	<input type="checkbox"/>	Store	<input type="checkbox"/>
Other	<input type="checkbox"/>	If other, then describe the type of improvement: _____					

Describe in detail the proposed use of the building, (such as food processing, machine shop, parking garage, laundry building, etc...) If the use of the existing building is being changed from the current use, describe the new use. All applications must be accompanied by 2 sets of complete construction documents. All commercial projects require an engineered design, signed, and sealed by the design professional.

Cost of Improvement

Building _____

Electrical _____

Plumbing _____

Heating/Air _____

Other _____

TOTAL COST \$ _____

Type of Sewage DisposalCommunity System ☐Private (on-lot) System ☐
(include CCHD permit)**Dimensions (Residential)**

Sq. Ft. of Basement _____

Sq. Ft. of 1st Floor _____Sq. Ft. of 2nd Floor _____

Sq. Ft. of Garage _____

Principal Type of HeatingGas ☐ Oil ☐ Electric ☐ Other (Describe) _____**Facilities**

Number of Bedrooms _____

Number of Bathrooms _____

Principal Type of ConstructionMasonry (Wall Bearing) ☐Wood Frame ☐Steel Structure ☐Reinforced Concrete ☐**Type of Water Supply**Community System ☐Private (Well) ☐
(include CCHD permit)**Size of Building**

Number of Stories _____

Width _____

Length _____

Height _____

Central Air Conditioning Yes ☐ No ☐**Number of Off-Street Parking Spaces**

Enclosed _____ Outdoor _____

Contractor's Information

Name _____

Phone # _____

Address _____

Contact Person _____

Architect/Engineer

Name _____

Phone # _____

Address _____

Contact Person _____

Complete this page for all wood frame construction

I. Footings

A. Size

1. Width _____
2. Height _____
3. Depth _____

B. Size of Support Column Footer

1. Size _____
2. Height _____

- C. Is there an elevation change that will require a step in the footer? Yes ☐ No ☐
(All steps require bulkheads)

II. Foundation

- A. Poured Concrete.....Wall Thickness _____ Height _____ (From basement floor to outside grade)
- B. Concrete Block.....Wall Thickness _____ Height _____
- C. Other (specify) _____

III. Sill Plate

- A. Size.....2x6 ☐ 2x8 ☐ Other _____
- B. Type.....Pressure Treated ☐ Naturally Durable Wood ☐
- C. Anchors.....10" for poured walls ☐ 18" for block walls ☐ Spacing _____
(6' max, 1' from corner)
- D. What is the distance from the bottom of the sill plate to the finished grade? _____
(8" min)

IV. GIRDER

- A. Steel.....Size _____ Spacing of support columns _____
- B. Wood.....Size _____ Spacing of support columns _____
- C. Other (explain) _____

V. FLOOR JOISTS

- | A. First Floor | B. Second Floor |
|--------------------|--------------------|
| 1. Size _____ | 1. Size _____ |
| 2. Spacing _____ | 2. Spacing _____ |
| 3. Max. Span _____ | 3. Max. Span _____ |

VI. Type of Roof

- Engineered Truss ☐ (Provide specs)
- Framed ☐

VII. Insulation Thickness

- A. Walls _____ (R-18 min.)
- B. Ceiling _____ (R-38 min.)
- C. Floor _____ (R-18 min.)

VIII. Ceiling Height

- A. Basement _____
- B. First Floor _____
- C. Second Floor _____

IX. Chimney

- A. Type.....Steel ☐ Masonry ☐
- B. Type of Appliance....Gas ☐ Oil ☐
Solid Fuel (wood, coal, etc.) ☐

X. Exterior Wall Studs

- A. Size _____ B. Spacing _____ C. Bracing.....Diagonal ☐ Plywood ☐

Location of Improvements

Submit a plot plan of the boundary of the property, to scale, showing the following improvements:

- 1) Location of all existing and proposed structures and buildings
- 2) Septic systems (tanks and drain fields)
- 3) All public and private roads that border the property
- 4) All streams, ponds, etc.
- 5) Driveways and parking, loading areas, etc.

A large rectangular area filled with a fine grid of light gray lines, intended for drawing a plot plan of a property boundary and improvements.

I hereby certify that the proposed work is authorized by the owner of record and that I am or have been authorized to by the owner to make this application as his or her authorized agent and that we agree to conform to all applicable laws of jurisdiction. I also certify that I have read the supplemental forms outlining inspection requirements and procedures and agree to comply.

Signature _____ Date _____